

**INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION**

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. Post Belmopan, Belize	2. Agency Department of State	3a. Position Number 310901100058
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3b. Subject to Identical Position? Agencies may show the number of such positions authorized and/or established after the "Yes" block.

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Yes

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PLEASE ADD THE OTHER POSITION NUMBER

4. Reason for Submission

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a. Redescription of duties: this position replaces

(Position Number) _____, (Title) _____ (Series) _____ (Grade) _____

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b. New Position _____

☒c. Other (explain Vacant and updated duties – Reclassification)

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority HRO/FRC	Electrician 1210	FSN		3/1/2016
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position (If different from official title) Electrical Technician	7. Name of Employee Vacant
8. Office / Section Facility Maintenance Section	a. First Subdivision: Management Office
b. Second	b. Third Subdivision:
9. This is a complete and accurate description of the duties and responsibilities of my position Vacant _____ Printed Name of Employee _____ Signature of employee Date (mm-dd-yyyy)	10. This is a complete and accurate description of the duties and responsibilities of this position _____ Printed Name of Supervisor _____ Signature of Supervisor Date (mm-dd-yyyy)
11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position _____ Printed Name of Chief or Agency Head _____ Signature of Section Chief or Agency Head Date (mm-dd-yyyy)	12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. _____ Printed Name of Admin or Human Resources Officer _____ Signature of Admin or Human Resources Officer Date (mm-dd-yyyy)

13. Basic Function of Position

Incumbent is responsible for performing hands-on repair of and preventative maintenance on all electrical equipment and systems. This includes diagnosing, adjusting, installing, repairing and re-programming of these systems. This work can also include hydraulic, power generation, and building automation systems.

14. Major Duties and Responsibilities

100 % OF TIME

15. Qualifications Required For Effective Performance**a. Education**

Completion of Secondary School is required.

b. Prior Work Experience

Three years journeyman level experience in the installation, maintenance and repair of electrical systems is Required.

c. Post Entry Training

PS800 – Cyber Security Awareness, PA-453 – Ethics Orientation for New LE Staff; PA-496 LE Staff Performance Management Evaluation; EX-251 - Annual Counterintelligence and Insider Threat Awareness Training. PA-496-LE Staff Performance Management Evaluation - Recommended on-line course for all employees; 8 hours Smith's System Defensive Driving Course. General in-house training on U.S. Government owned property and Safety awareness seminars, including Lock Out tag out procedures and ladder safety. On-line electrical and industrial safety courses (Red Vector courses as needed). Completion of SIMOSEC and WL switchgear, Siemens Power Monitoring, York Chiller, and Basic Building Automation System training.

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (spread).

Level III (Good Working Knowledge) Speaking/Reading/Writing English is required.

e. Job Knowledge

Full journeyman knowledge of practices and procedures in electrical trade is required. This includes the ability to read electrical and mechanical drawings and understand basic controls language, such as ladder logic and if/then statements.

f. Skills and Abilities

Knowledge of accepted electrical trade practices and safety procedures as well as being familiar with electrical codes is required. Ability to diagnose problems utilizing state of the art test equipment in conjunction with manufacturer's manuals is required. A valid Belize driver's license is required. A valid Belize wireman's license (or certification from CARILEC (Caribbean Electric Utility Service Corporation) or the United States National Electrical Code (NEC) or equivalent North American Standards) is required. Must be able to pass a physical examination as an occasional driver and must be able to maintain the medical certification for official driving privileges. Individuals not meeting Federal Motor Carrier Safety Regulations medical requirement will not be authorized to operate U.S. Government vehicles. Must be available for occasional, infrequent, off-duty and weekend work. Must be able to respond to emergencies within one-two hours of call-out. Incumbent must have knowledge of the Building Automation System (BAS) system and GMMS software. Incumbent must have a basic working knowledge of Microsoft Office Word, Excel and Outlook. Must possess a valid local driver's license

16. Position elements**a. Supervision Received**

Incumbent is directly supervised by the HVAC/Electrical Foreman. Incumbent may also receive instructions from the FSN and FS Facility Manager and/ or the Management Officer.

b. Supervision Exercised N/A**c. Available Guidelines**

Guidelines are provided by established trade practices, by agency/equipment technical manuals, manufacturer's instructions and catalogs and the internet. SHEM guidelines.

d. Exercise of Judgment Incumbent must exercise good judgment when fine tuning equipment and when working with low and medium voltage equipment/systems;**e. Authority To Make Commitments:** May commit USG property or equipment when determining if an electrical system can be repaired or should be replaced.

**f. Nature, Level, and Purpose of Contacts**

The majority of the incumbent's contact with colleagues and other maintenance personnel. Explains proper operation and maintenance of equipment and appliances to users. Additionally, incumbent may contact vendors for availability of supplies.

g. Time Expected to Reach Full Performance Level **One year****DS-298** *(Formerly OF-298)***04-2008****Repair and Maintenance of Electrical Equipment and Systems****80% OF THE TIME**

Incumbent performs regularly scheduled and comprehensive maintenance on all facility electrical equipment and systems as required by the OBO Global Maintenance Management System (GMMS) system. Incumbent is required to comply with and meet the "Uniform Performance Standard" targets and other relevant productivity targets that are set by management.

Incumbent diagnoses, disassembles, adjusts, programs, re-programs, repairs, installs and replaces defective parts or components on all facility electrical equipment and systems such as low and medium voltage switchgears, 1500 KVA mains transformer, automatic voltage regulator, Motor Control Centers, interior and exterior lighting systems and controllers (LED and others), switchgear battery systems, lightning protection systems and a variety of electrical control and power distribution panels.

Incumbent is responsible for the maintenance of controls systems on compound. This includes programmable logic controllers (PLC), sensors, control panels, and some building automation system components. Incumbent must understand and troubleshoot issues with sequences of operation and work with colleagues to remedy any controls issues that affect the building.

Incumbent is required to monitor stock levels and advise the HVAC/Electrical Foreman what spares are required to maintain adequate stock levels. Also, the incumbent is responsible for reporting usage of all spares on work orders and keeping the HVAC/Electrical Foreman updated on the status of all work assignments.

Incumbent is responsible for the maintenance of the photovoltaic system on compound and in the parking lot. This includes inverters, solar panels, and any controls devices connecting the two. Incumbent is also responsible for monitoring the daily performance of the system and determining if the payback described by the contractor is being met. This is done through the embassy's power monitoring system, which the incumbent is responsible for monitoring.

Incumbent is responsible for the installation of automatic transfer switches for generators at Embassy residences as well as the on-going maintenance of those systems. The incumbent will work with the Generator Mechanics to troubleshoot any electromechanical issues found on power generation and hydraulic systems.

In the event that the incumbent is unable to perform highly skilled repairs or maintenance on the electrical equipment and systems, he shall immediately inform his supervisor and may provide assistance in making arrangements for a contractor to do the repair work.

Incumbent may be required to assist other skilled mechanics and technicians, on an as needed basis, including providing assistance for unscheduled emergency work.

Other Duties**15% OF THE TIME**

Incumbent maintains appropriate inventory records of all electrical tools, working closely with the warehouse staff and the direct supervisor. Incumbent is responsible for the pulling of all electrical and data cabling for new installations at the embassy compound and at residences. These new installations may also include the assembly of panels and require the creation of bills of materials for design changes realized on site.

Incumbent is responsible for the operation of multiple aerial lifts. This operation is critical for the maintenance of exterior lighting fixtures and lightning protection systems. The incumbent may also be asked to operate aerial lifts for other facilities groups to aide in the completion of overhead work. Incumbent may be required to perform unscheduled emergency repair or emergency maintenance work on the electrical equipment and systems as needed. Incumbent is also responsible for basic monthly maintenance of the elevators on compound.

Incumbent is required to perform casual labor or other administrative duties as may be required by the General Service Office or Facility Maintenance Section, such as trash collection, general cleaning and setting-up for various embassy events.

Incumbent serves as an incidental driver for the FAC and motor pool sections as needed.

Designated Money Holder**5% OF THE TIME**

Incumbent is a designated money holder in accordance with 4 FAH-3 H-394.4. Incumbent is personally responsible to the Cashier for any funds received in advance, in accordance with the written designation on file. Incumbent purchases packing supply locally when required, using petty cash.

Note: “This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the supervisor.”